

APPLICATION CHECK OFF LIST

Application must be complete, signed and dated

Completed employee Decision on Disclosure of Information form

Complete (W-4 2024) Form. Must be signed and dated

Form I-9, Employment Eligibility Verification. Signed and dated

Submit with copy of Social Security, Driver License or Texas Identification
(For Students ONLY we accept school ID. Students must also submit
a Student Election Clerk Application and Permission Form.)

Copy of Voter Certificate and or Print Screen from the Department
of Elections Office.

VOID# _____

PCT# _____

Certificate# _____

Party Preference: _____

_____ Please print applicant's full name

_____ Date

_____ Election Clerk

Walk-in

Mailed in

Party Representative

Other

FILE MARK
ELECTIONS DEPARTMENT

SUBMITTED TO HR _____

EMPLOYEE SS# _____

APPLICATION FOR EMPLOYMENT
CAMERON COUNTY

1100 E. Monroe St. Suite 118, Brownsville, Texas 78520
(956) 544-0827

Affirmative Action/Equal Employment Opportunity/MFD Employer

Answer all questions. Only completed applications will be considered for employment. The information you supply will be verified, avoid any misstatements, they could jeopardize your consideration for employment or serve as grounds for dismissal.

Today's Date: _____ Position Desired: _____

NAME: _____
(Last Name) (First Name) (Middle Initial)

Home Address: _____

Have you ever worked under another name? No Yes If Yes, what name? _____

Email Address: _____

Contact Numbers: (Home Phone) _____ (Mobile Number) _____ (Other) _____

Are you over 18 years of age? No Yes Date Available: _____

Hours willing to work: _____ Full Time _____ Part-Time _____ Rotating Shift _____ Temporary _____

Willing to travel? No Yes Percent of Time: _____

How did you hear about the job?
 Newspaper Advertisement Cameron County Employee
 County Bulletin Board Texas Workforce Commission School Placement Center
 Texas Workforce Development Board Other: _____

PERSONAL DATA

Have you ever applied for a position with Cameron County? No Yes Give Date: _____

Have you ever worked for Cameron County? No Yes Dates, From: _____
To: _____

Are any of your relatives employees of Cameron County? No Yes

If yes, list name, relationship, and department employed in: _____

Have you ever been convicted of a felony, misdemeanor, or received a deferred adjudication? This includes any convictions stemming from motor vehicle use. (Disclosure of criminal record does not automatically disqualify you for employment): No Yes

If yes, please explain dates, nature of charge, and disposition: _____

Are you authorized to work in this Country? No Yes

Have you ever been discharged, suspended, or asked to resign from employment? If Yes, Please explain: No Yes

Are you a veteran of the U.S. Military Service? (This information needed for Civil Service credit if applicable) No Yes
Type of Discharge: _____ Dates: _____

Are you able to perform the essential job functions with or without reasonable accommodation? (Answer only after reviewing the essential job duties on the job posting; may request a copy of the job description) No Yes

EMPLOYMENT HISTORY

List all employment after leaving school, starting with your most recent position. All time must be accounted for, including U.S. Military Service. If you were unemployed for any reason, state what you we're doing. Complete this section carefully because your work experience will be important in finding the position you are best suited for. Be sure to include all job history relevant to the position you are applying for. If you need additional space, please continue on a separate sheet of paper.

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: _____ To: _____

Duties, Responsibilities, and Accomplishments: _____

Reason for Leaving: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: _____ To: _____

Duties, Responsibilities, and Accomplishments: _____

Reason for Leaving: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

Company: _____

Address: _____

Supervisor: _____

Supervisor's Title: _____

Telephone: _____

May we contact? Yes No

Position: _____

From: _____ To: _____

Duties, Responsibilities, and Accomplishments: _____

Reason for Leaving: _____

FOR EMPLOYER USE ONLY:

Starting Salary: \$ _____

Ending Salary: \$ _____

REFERENCES

List 3 Persons not related to you who have definite knowledge of your character. Qualifications, and fitness for the position you are applying for. Do not repeat names listed in the Employment History

Name: _____
Address: _____
City State Zip: _____
Occupation: _____
Telephone: _____
How long has reference know you? _____

Name: _____
Address: _____
City State Zip: _____
Occupation: _____
Telephone: _____
How long has reference know you? _____

Name: _____
Address: _____
City State Zip: _____
Occupation: _____
Telephone: _____
How long has reference know you? _____

State any additional information you feel may be helpful to us in considering your application: _____

FOR EMPLOYER USE ONLY
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AUTHORIZATION AND AGREEMENT

Please read before signing. If you have any questions, please ask.

Cameron County is an equal opportunity employer and does not discriminate in its recruiting, selection, and hiring procedures because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, political affiliation or belief, or any other non-job related factor.

I authorize the references and prior employers listed above to give Cameron County any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to Cameron County.

I hereby affirm that the information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omission of fact on this application may result in my dismissal.

I understand that completion of this employment application form does not constitute any type of employment agreement or contract. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. (Social Security number, driver's license, home address and date of birth may be requested as a condition for employment at time of job offer.)

Signature: _____

Date: _____

Electronic Signature Agreement. By selecting the "Submit" button you are signing this Agreement electronically. You agree your electronic signature is legal equivalent of your manual signature on this agreement. By selection "Submit" you consent to be legally bound by this Agreement's terms and conditions.

FOR PERSONNEL USE ONLY

Interviewer/Department: _____

Date _____

Summary remarks: _____

Employed: No Yes DOH: _____ Salary/Hourly rate: \$ _____

Job Title: _____ Department: _____



CAMERON COUNTY
EMPLOYEE DECISION ON DISCLOSURE OF INFORMATION

State law allows an employee or official of a government body to choose whether or not to allow public access to his or her home telephone number, address and / or Social Security Number.

Please check one of the following:

I hereby choose:

- To Allow**
- Not to allow**

Public access to my home telephone number, address and social security number.

I understand that if during the course of my employment, I wish to open or close public access to my home telephone, address and / or Social Security Number, I may do so in writing to the County Human Resource Administrator.

Employee Signature

_____/_____/_____
Social Security Number

Print Employee Name

Date